

# CITB SUPPORT FUNDING



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## ON-JOB TRAINING SUPPORT

Employers who demonstrate that they have provided their Apprentice/Trainee with an extensive range of skills and scenarios relevant to their qualification are eligible for the On-Job Support payment. Tasks performed on-the-job are recorded by the Apprentice/Trainee and verified by the employer using the My Profiling Multipic app or any other industry approved ebook. The information collected in the My Profiling Multipic app is part of the conditions of payment for the On-Job Training Support payment.

CITB will pay the On-Job Training Support payment for each year of the apprenticeship. Electrical trades can claim up to half the payment amount per year.

Claims for payments should be submitted online annually within 60 days from the date of the Apprentice/Trainee's anniversary as listed on their Training Contract issued by Regulation and Contract Management (RaCM).

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## TRADE SCHOOL SUPPORT

Trade School Support provides an upfront discount for Apprentice/Trainee trade school fees and works to ensure that the cost of trade school is affordable for employers considering an Apprentice/Trainee. In accordance with Fair Work Australia the employer is responsible for payment of trade school fees.

CITB will pay Trade School Support to the Apprentice/Trainee's Registered Training Organisation (RTO).

Important note, in most cases Trade School Support is already applied to the RTO invoice. Also, the RTO is required to be a CITB endorsed training provider.

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## ABORIGINAL APPRENTICE/TRAINEE SUPPORT AND MENTORING

The CITB provides additional funding to employers of Aboriginal apprentices/trainees. A mentoring service is also provided for both the employer and apprentice/trainee on a scheduled and as needed basis.

To qualify for the payment employers need to be in contact with CITB prior to employing an Aboriginal Apprentice/Trainee.

For assistance with sourcing an Aboriginal Apprentice/Trainee contact the CITB on 8172 9500. Further information about additional government support available for Aboriginal employment can be found on the Important Numbers flyer.

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## NEXT STEPS...

If you would like to apply for CITB Support Funding simply get your apprentice/trainee to register online at [www.citb.org.au](http://www.citb.org.au) and click 'I work in construction' then select 'Apply for a CITB Number'. In section 2 – Employer Details make sure they select 'Apprentice'.

Once this has been verified by RaCM we will be in touch with you.

Please note this could take up to four weeks.

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## CLAIMS AND THE EMPLOYER'S RESPONSIBILITIES

Please note there may be an issue with your claim if you have not notified CITB within 10 working days for any of the following:

- › Change of business address, phone number, email or ABN.
- › Change of RTO (Registered Training Organisation).
- › Apprentice/Trainee suspension, cancellation of Training Contract or completion of apprenticeship.
- › You must also notify RaCM of these changes on 1800 673 097 or visit [skills.sa.gov.au](http://skills.sa.gov.au) and click on apprenticeships & traineeships.